

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
General Fund						
	Policy and Administration	837,595				
	Community Development	3,646,043				
	Community Services	22,689,234				
	Public Works	4,289,438				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	1,530,439				
	Capital Improvements	0				
	Contingency	1,173,000				
		34,165,748				
Gas Tax Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	2,243,370				
	Debt Service	584,561				
	Loan to CCDA	0				
	Transfer	1,019,001				
	Capital Improvements	0				
	Contingency	200,000				
		4,046,932				
City Gas Tax Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	307,899				
	Loan to CCDA	0				
	Transfer	334,668				
	Capital Improvements	0				
	Contingency	300,000				
		942,567				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Electrical Inspection Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	303,121				
	Capital Improvements	0				
	Contingency	50,000				
		353,121				
Building Fund						
	Policy and Administration	0				
	Community Development	2,414,784				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	0				
	Capital Improvements	0				
	Contingency	250,000				
		2,664,784				
Criminal Forfeiture Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	150,000				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	2,744				
	Capital Improvements	0				
	Contingency	0				
		152,744				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Urban Forestry Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	153,382				
	Capital Improvements	0				
	Contingency	50,000				
		203,382				
Parks Utility Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	2,275,582				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	0				
	Capital Improvements	0				
	Contingency	100,000				
		2,375,582				
Bancroft Debt Service Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	103,100				
	Loan to CCDA	0				
	Transfer	1,536				
	Capital Improvements	0				
	Contingency	0				
		104,636				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
General Obligation Debt Service Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	2,193,200				
	Loan to CCDA	0				
	Transfer	1,352				
	Capital Improvements	0				
	Contingency	0				
		2,194,552				
Facilities Capital Projects Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	16,794				
	Capital Improvements	315,000				
	Contingency	50,000				
		381,794				
Transportation Development Tax						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	87,486				
	Capital Improvements	0				
	Contingency	250,000				
		337,486				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Traffic Impact Fee Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	0				
	Capital Improvements	0				
	Contingency	0				
		0				
Underground Utility Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	249,339				
	Capital Improvements	0				
	Contingency	50,000				
		299,339				
Street Maintenance Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	313,900				
	Capital Improvements	1,985,000				
	Contingency	200,000				
		2,498,900				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Transportation SDC Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	221,015				
	Capital Improvements	0				
	Contingency	50,000				
		271,015				
Parks Capital Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	0				
	Capital Improvements	2,922,000				
	Contingency	0				
		2,922,000				
Parks Bond Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	1,285,000				
	Capital Improvements	0				
	Contingency	0				
		1,285,000				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Parks SDC Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	930,726				
	Capital Improvements	0				
	Contingency	100,000				
		1,030,726				
Transportation CIP Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	200,000				
	Capital Improvements	7,172,044				
	Contingency	0				
		7,372,044				
Sanitary Sewer Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	2,181,253				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	164,726				
	Capital Improvements	900,000				
	Contingency	400,000				
		3,645,979				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Stormwater Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	1,999,819				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	215,286				
	Capital Improvements	862,000				
	Contingency	200,000				
		3,277,105				
Water Quality/Quantity Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	37,017				
	Capital Improvements	0				
	Contingency	50,000				
		87,017				
Water Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	7,249,963				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	10,917,509				
	Capital Improvements	0				
	Contingency	500,000				
		18,667,472				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Water SDC Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	2,720,960				
	Capital Improvements	0				
	Contingency	100,000				
		2,820,960				
Water CIP Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	51,935				
	Capital Improvements	10,346,000				
	Contingency	0				
		10,397,935				
Water Debt Service Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	8,393,284				
	Loan to CCDA	0				
	Transfer	0				
	Capital Improvements	0				
	Contingency	0				
		8,393,284				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Central Services Fund						
	Policy and Administration	8,041,081				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	0				
	Capital Improvements	0				
	Contingency	250,000				
		8,291,081				
Fleet/Property Management Fund						
	Policy and Administration	1,911,913				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	0				
	Capital Improvements	0				
	Contingency	75,000				
		1,986,913				
Insurance Fund						
	Policy and Administration	50,000				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	270				
	Capital Improvements	0				
	Contingency	25,000				
		75,270				

SCHEDULE OF APPROPRIATIONS

Fund	Program	Proposed	Budget Committee Changes	Approved	Council Changes	Adopted
Library Donations and Bequests Fund						
	Policy and Administration	0				
	Community Development	0				
	Community Services	0				
	Public Works	0				
	Debt Service	0				
	Loan to CCDA	0				
	Transfer	100,000				
	Capital Improvements	0				
	Contingency	0				
		100,000				
All Funds						
	Policy and Administration	10,840,589				
	Community Development	6,060,827				
	Community Services	22,839,234				
	Public Works	20,239,425				
	Debt Service	11,582,044				
	Loan to CCDA	0				
	Transfer	20,858,206				
	Capital Improvements	24,502,044				
	Contingency	4,423,000				
		121,345,369				

FINANCIAL POLICIES

The City of Tigard has an important responsibility to its citizens to carefully account for public funds, manage municipal finances wisely and plan adequate funding for services and facilities desired and needed by the public. The city has established a formal set of financial policies to ensure that the public's trust is upheld. With these financial policies, the city has established the framework under which it conducts its financial affairs, ensuring that it is, and will continue to be, capable of funding and providing outstanding local government services.

The goals of Tigard's financial policies are as follows:

- Enhance City Council's policy-making ability by providing accurate information on program and operating costs.
- Assist sound management of the city government by providing accurate and timely information on current and anticipated financial conditions.
- Provide sound principles to guide important decisions of the council and management that have significant financial impact.
- Set forth operational principles which minimize the cost and financial risk of local government consistent with services desired by the public.
- Employ revenue policies that prevent undue or unbalanced reliance on any one source, distribute the cost of municipal services fairly and provide adequate funds to operate desired programs.
- Provide and maintain essential public facilities, utilities, infrastructure and capital equipment.
- Protect and enhance the city's credit rating.
- Ensure that all surplus cash is prudently invested in accordance with the investment policy adopted by the council to protect city funds and realize a reasonable rate of return.

The city uses the following financial policies to guide its financial affairs:

Revenue Policy

- Maintain a diversified and stable revenue system to shelter the government from short-term fluctuations in any one-revenue source.
- One-time revenues will be used only for one-time expenditures. The city will avoid using temporary revenues to fund mainstream services.
- All revenue forecasts shall be conservative.
- Reports comparing actual to budgeted revenues will be prepared by the Finance Department and presented to the City Manager.
- All city funds shall be safely invested to provide a sufficient level of liquidity to meet cash flow needs and to provide the maximum yield possible in that order. All idle cash will be continuously invested
- The city will maintain an unallocated fund balance or retained earnings equal to or greater than two months of general operating expenditures or expenses. This reserve will be calculated based on the adopted annual operating budget of the city. These funds will be used to avoid cash-flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining an investment grade bond rating capacity.

FINANCIAL POLICIES

The city will also end each fiscal year with an adequate fund balance in the General Fund to provide resources necessary for cash flow from July 1 until property taxes are received in November.

Operating Budget Policy

- Reports comparing actual to budgeted expenditures will be prepared by the Finance Department and distributed to the City Manager.
- Departmental objectives will be integrated into the city's annual budget and monthly departmental reports.
- Before the city undertakes any fixed costs agreements, both operating and capital, the implications of such agreements will be fully determined for current and future years.
- All non-salary benefits, such as social security, pension and insurance will be estimated and their impact on future budgets assessed annually.
- Cost analysis of salary increases will include the effect of such increases on the city's share of related fringe benefits.
- The city will annually submit documentation to obtain the Award for Distinguished Budget Presentation from the Government Finance Officers Association (GFOA).

Capital Improvement Policy

- The city will sustain Systems development charges (SDCs) for the cost of demand-created facilities, improvements or infrastructure, including in-house engineering and design for the following systems:
 - Transportation – transportation systems
 - Parks – park and recreation systems
 - Water – water supply, treatment and distribution systems
- Future operating costs associated with new capital improvements will be projected and included in the operating budget forecast.
- The city will determine and use the most effective and efficient method for financing all new capital projects.
- Capital Project funds dedicated for capital improvements will be segregated in the accounting system and used only for the intended capital purposes.

Capital Asset Policy

- The city will control capital assets by assigning accountability and responsibility to specific departments.
- The city will provide documentation of equipment loss to the insurance companies in the event of losses due to fire or theft.
- The city will maintain and provide information such as depreciation and obsolescence needed for city's enterprise funds (Water, Sanitary Sewer and Stormwater).
- The city will provide budget information for capital replacements and additions.
- The city will maintain inventories of all city equipment to avoid duplication of equipment.

FINANCIAL POLICIES

Accounting Policy

- The city will maintain high standards of accounting. Accounting principles generally accepted in the United States of America (GAAP) will be used in accordance with the standards developed by the Governmental Accounting Standards Board (GASB) and endorsed by the Government Finance Officers' Association (GFOA).
- An independent annual audit will be performed by a public accounting firm, which will issue an official opinion on the annual financial statements and management letter detailing areas to consider for improvement.
- Full disclosure will be provided in the financial statements and bond representations.
- Financial systems that conform to GAAP and Local Budget Law will be maintained to monitor expenditures and revenues on a monthly basis.
- The accounting system will provide monthly information about cash position and investment performance.
- The city will annually submit documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting from GFOA.

Debt Policy

- Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project.
- Long term borrowing will be confined to capital improvements too large to be financed from current revenues.
- Issuance of assessment bonds will be pursued to finance local improvement districts approved by City Council.
- Bond anticipation notes will be used as needed to finance construction of local improvements.

Single Owner Local Improvement District Policy

Local improvement districts (LIDs) are usually initiated either by the City Council or by written request of the property owners owning at least fifty percent of the property benefited by the local improvement. On occasion, the city receives requests to form a LID in which there would be only one property owner involved. City Council has established a formal policy for single owner LIDs. Following conditions must be met before council will consider allowing the LID to be formed.

- The property is zoned and proposed to be used for industrial, commercial or office development.
- The applicant demonstrates the "Public Purpose" involved, which may include the creation of jobs in the community.
- The applicant demonstrates that the risk to the city government or the general taxpayer is minimized. As a guideline, the City Council will request the following:

FINANCIAL POLICIES

- a. That the applicant provide an appraisal of the property affected, such appraisal being done by an appraiser acceptable to the City Manager.
- b. That the amount to be assessed against the property not exceed 25% of the appraised value of the land only, excluding any improvements to the property.
- c. That financial documents be provided as required to the City Manager which can demonstrate that the property owner has the financial ability to pay the assessments levied on the property.

INVESTMENT POLICY

The following Investment Policies are intended to meet the requirements of ORS 294.035 and to provide the framework within which City of Tigard funds may be invested.

Authority

The Finance and Information Services Director shall serve as the investment officer of the city. The investment officer is responsible for ensuring that funds are invested so as to make necessary cash available to meet current obligations and to invest excess cash in accordance with ORS 294.035 through ORS 294.047 and these Investment Policies.

The Finance and Information Services Director may assign the delegation of authority to persons responsible for investment transactions. This person would then act as investment officer with prior approval of the City Manager.

Scope

These Investment Policies apply to all excess cash related to all activities and funds under the direction of the Tigard City Council. Cash accumulations related to bond proceeds or short-term borrowing is included unless more restrictive state or federal regulations are applicable.

Excess cash shall be defined as all liquid assets not necessary to meet current obligations.

Deferred Compensation

Deferred compensation funds are placed with a third party for investment and are therefore excluded from the restrictions set forth in these guidelines.

Objectives

The objectives of these policies are to provide for the preservation of city assets, the availability of such assets to meet obligations as they come due, and to provide for a reasonable rate of return on those assets, in that order.

FINANCIAL POLICIES

Prudent Investor

Investments shall be made under the prudent investor's rule, which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Internal Controls

The investment officer shall maintain a system of written internal controls, which will be reviewed annually by the independent auditor.

Cash Flow Analysis

The investment officer shall maintain a historical cash flow record and a cash flow projection, which extends twelve months into the future. The projection shall be reviewed and updated on a regular basis. No fixed maturity securities shall be purchased unless the cash flow projection indicates that the funds invested will not be required until the maturity date of the investment.

Bond Proceeds

Surplus funds resulting from debt issuance shall be considered as a separate portfolio and shall not be restricted by the maturity and instrument diversification section of these policies. Such funds may be invested for periods exceeding 18 months and up to 60 months. Such maturities shall coincide with the projected cash flow needs resulting from the projected construction schedule.

Diversification

The investment officer will diversify the general portfolio to avoid unreasonable risks within the following parameters:

- Maturity Diversification

Investment maturities shall be scheduled to coincide with projected cash flow needs. Thirty percent of the portfolio will mature in less than 90 days. No investments will be made for a period to exceed 18 months unless:

This investment policy has been submitted to the Oregon Short Term Fund Board (OSTF) for comment prior to being approved by council and complies with the requirements of ORS 294.135. In this case, the maximum maturity shall be defined in policy.

If the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the council, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b)).

FINANCIAL POLICIES

If this investment policy has been submitted for review by the OSTF Board as specified above and in accordance with ORS 294.135(1)(a), debt service reserves may be invested to mature not longer than five years. Otherwise, debt service reserves shall not be invested to a maturity date exceeding one year as specified under ORS 294.135(3).

The investment officer may make investments having maturity longer than 18 months, but not more than 36 months, with the exception of bond proceeds. The city's investment portfolio shall not contain more than 20% of the total dollar value of its investments with maturities between 18 months and 36 months.

- Instrument Diversification

Certificates of Deposit	25% maximum
Corporate Indebtedness	35% maximum
Bankers Acceptance	50% maximum
Treasury/Agency Securities	90% maximum
Local Government	
Investment Pool	100% maximum
Demand Deposits	10% maximum
Lawfully issued Debt	
Obligations of the	
States of Oregon,	
Washington, Idaho	
and California and political	
subdivisions of those states	25% maximum

- Institution Diversification

Bank liabilities with any one qualified financial institution shall not exceed 20 percent of the portfolio. Bank liabilities of any one qualified financial institution shall not exceed one percent of the institution's total assets. Investment in Corporate Indebtedness shall not exceed 5 percent of the portfolio in any one Oregon corporate entity meeting the rating requirements of P-2/A-2 or better, or 5 percent of the portfolio in any one corporate entity outside the State of Oregon (ORS 294.035 section C).

For purposes of these guidelines, the state local government investment pool (LGIP) shall be considered to have a one-day liquidity.

Selection of Investment Instruments

Investments shall be made by the investment officer through the exercise of his/her judgment after requesting quotes from financial institutions. Selections will be made so as to provide the highest rate of return within the parameters of these policies.

FINANCIAL POLICIES

Qualified Institutions

The investment officer shall maintain a list of all authorized institutions that are approved for investment purposes. The investment officer will request, analyze and keep on file periodic financial statements and related information to satisfy himself/herself as to the creditworthiness of each institution on the approved list.

Reporting

The investment officer shall prepare an investment activity report at the end of each month for review by the City Manager.

Amendments

These investment policies may be amended at the request of the investment officer, the City Manager, or members of City Council. Such amendments shall be approved by the City Council in the same manner as the investment policies.

Authorized Investment Instruments

The investment officer shall invest the money of the city only in qualifying investments according to guidelines in ORS 294.035. These investments include:

- Demand deposits with approved institutions.
- Deposits in the Oregon Local Government Investment Pool.
- Certificates of Deposit with Oregon banks.
- Banker's acceptances.
- Qualifying corporate indebtedness not to exceed 5% of the portfolio on any one corporation.
- Lawfully issued debt obligations of the United States and obligation guaranteed by the United States, the agencies of the United States or enterprises sponsored by the United States government, not to exceed 40% of the portfolio on any one government sponsored enterprise.
- Lawfully issued debt obligations of the States of Oregon, Washington, Idaho and California and political subdivisions of those states.

Safekeeping

A third-party custodian, as evidenced by safekeeping receipts, will hold securities (excluding funds invested in the state local government investment pool (LGIP), bank deposits, and Certificates of Deposits).

Other Policy Considerations

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

GLOSSARY OF BUDGET RELATED TERMS

Adopted Budget: The budget amended and approved by the Budget Committee becomes the adopted budget after City Council takes action on it. The adopted budget becomes effective July 1.

Ad Valorem Tax: A tax based on value, such as a property tax.

Appropriations: Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Approved Budget: The proposed budget as amended and approved by the Budget Committee and recommended to the City Council for adoption is referred to as the Approved Budget.

Assets: Property owned by the city, which has monetary value.

Balanced Budget: A budget is “balanced” when total resources (beginning fund balance plus current revenues plus transfers-in) equals total requirements (expenditures plus contingency plus transfers-out plus ending fund balance) for each fund.

Bancroft: Section of Oregon Law that allows benefited property owners within an LID to pay their assessments in installments. This is made possible by the sale of long term “Bancroft” bonds, proceeds of which are used to pay LID costs. Principal and interest on Bancroft bonds are paid by assessments received from property owners within an LID, though these bonds also carry the full faith and credit guarantee of the city.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s),

together with periodic interest at a specified rate.

Bond Anticipation Note (BAN):

BANs are a form of short-term borrowing in anticipation of a future sale of long-term bonds. BANs are used frequently to finance construction of local improvement district improvements and are retired by eventual sale of Bancroft bonds or collection of special assessments from benefited property owners.

Budget: A plan of financial operation embodying an estimate of adopted resources and expenditures for a given year. The budget is the legal spending limit for city activities.

Budget Message: Opening section of the budget which provides the City Council and public with a general summary of the most important aspects of the budget, changes from current and previous fiscal years and views and recommendations of the City Manager.

Capital Improvement Plan (CIP):

Expenditures which result in the acquisition of land, improvements to existing facilities and construction of streets, sewers, storm drains, park facilities and other public facilities.

Capital Outlays: Expenditures equal to or greater than \$5,000, for equipment, vehicles or machinery that results in the acquisition or addition to fixed assets.

City Center Development Agency (CCDA):

The Urban Renewal Agency approved by the voters in May, 2006. The CCDA is comprised of members of the City Council as its governing body.

GLOSSARY OF BUDGET RELATED TERMS

Clean Water Services (CWS): Clean Water Services owns and operates all major sewage treatment plants within Washington County. CWS establishes sewer rates and contracts with most cities to collect monthly charges from residents and perform most sewer maintenance and repair within city limits.

Contingency: Appropriation established in certain funds for the funding of unforeseen events. Contingency may be appropriated for a specific purpose by the City Council by approval of a resolution.

Debt Service: Interest and principal on outstanding bonds due and payable during the fiscal year.

Employee Benefits: Benefits include social security, retirement, group health, dental and life insurance, workers' compensation and disability insurance.

Enterprise Funds: Governmental activities that can be operated most like a commercial business are referred to as enterprise activities and are accounted for in enterprise funds. Tigard's enterprise activities include sewer, stormwater and water utilities. Expenditures are matched with revenue from service charges to ensure the program is self-supporting.

Expenditure: Actual payment made by city check or wire transfer for services or goods received or obligations extinguished.

Fees: General term used for any charge levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include building permits, business and non-business taxes, fines and user charges.

Fiscal Year: Period used for accounting year. The City of Tigard has a fiscal year of July 1 through the following June 30.

Franchise: A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FTE: Abbreviation for Full Time Equivalent. Staffing levels are measured in FTE's to give a consistent comparison from year to year. In most cases, an FTE is one full time position filled for the entire year. However, in some instances an FTE may consist of several part time positions.

Fund: A fiscal and accounting unit with a self-balancing set of accounts in which cash and other financial resources, liabilities, equities and changes therein are recorded to carry on specific activities and/or objectives.

Fund Balance: Amount left over after expenditures are subtracted from resources. Each fund begins and ends each fiscal year with a positive or negative fund balance.

General Fund: The primary discretionary fund of the city, which accounts for general-purpose revenues (such as property tax) and general-purpose operations.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity.

Intergovernmental Revenues: Revenue from other governments, primarily Federal and State grants and State shared revenues, also payments from other local governments.

GLOSSARY OF BUDGET RELATED TERMS

Local Improvement District (LID): An LID is an entity formed by a group of property owners or the city to construct public improvements (such as streets, sewers, storm drains, streetlights, etc.) to benefit properties. Costs of such improvements are then assessed among benefited properties.

Measure 5: A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990.

Measure 47: A Constitutional limit on individual property tax collections approved by voters in November 1996.

Measure 50: Passed by voters in May 1997, this legislatively referred measure repealed Measure 47, and significantly reduced future property taxes.

Metro: Metro is responsible for regional transportation and land use planning. It also manages the Oregon Zoo, the Oregon Convention Center, the Portland Center for the Performing Arts, and the Exposition Center. Metro is also responsible for regional solid waste disposal.

Modified Accrual Basis: The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds, property taxes and/or special assessments) are recognized when they become both measurable and available to finance expenditures of the current period.

Object Classification: Indicates type of expenditure being made, i.e., personal services, materials and services, capital outlay, etc.

Operating Budget: The portion of the budget that includes appropriations for direct services to the public including wages and benefits, materials and services and capital outlay. Excluded from the operating budget are capital improvement projects, debt service requirements, transfers, contingency and reserves.

ODOT: the Oregon Department of Transportation.

Permanent Tax Rate: The dollar-per-thousand figure used to calculate property tax revenues. Under Measure 50, all tax bases in Oregon were converted to a permanent tax rate. This rate, when applied to assessed value of property within a jurisdiction, produces the property tax revenues used to support general city operations. Tigard's Permanent Tax Rate is \$2.5131 per \$1,000.

Personal Services: Compensation to city employees in the form of salaries, wages and employee benefits.

Program Budget: A budget wherein expenditures are based primarily on programs of work and secondarily on character, classification, and performance. Programs within the City of Tigard's adopted budget include Community Services, Public Works, Community Development, and Policy & Administration.

Proposed Budget: City budget developed by the City Manager and submitted to the Budget Committee for their deliberation.

Reserved Fund Balance: Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

GLOSSARY OF BUDGET RELATED TERMS

SDC: Abbreviation for systems development charges. SDCs are paid by developers and builders to fund expansion of infrastructure necessary due to increased usage. Such charges are collected for sewers, storm drains, streets, parks and schools.

Special Assessment: A charge made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Tax Base: Oregon law used to allow cities within the State, with voter approval, to establish a dollar amount of property tax that may be levied on property within the city. Once established, a tax base was allowed to increase by 6% each year without further voter approval. All tax bases in the State were eliminated by Measure 50 and replaced with permanent tax rates.

Tax Increment Financing: Financing secured by the anticipated incremental increase in tax revenues, resulting from the redevelopment of an area.

TIF: Abbreviation for Traffic Impact Fee. These are revenues from a County-instituted fee on development. It was approved by voters in 1989. Funds are used for highway and transit capital improvements, which provide additional capacity to major transportation systems and recovery of costs of administering the program. The city collects this fee inside its boundaries.

Urban Renewal District: In May of 2006, Tigard voters approved the formation of an Urban Renewal District encompassing the downtown and surrounding areas. With the formation of this district, future increases in property tax revenues from property within the district, called tax increment, will provide an important source of funding for a number of needed capital projects.

Urban Service Area: The area of unincorporated Washington County within the City of Tigard's area of interest, but outside Tigard city limits. The city and the county entered into an agreement in which the city provided development services to the area.. Tigard collected all fees and charges from such development and used the funds to pay for the related costs of that service. In FY 2006-07, the city and county terminated the contract and the city no longer provides services to this area.

WCCLS: Abbreviation for Washington County Cooperative Library Services. All libraries within Washington County are partially funded through a county-wide serial levy. Funds are distributed twice each fiscal year in accordance with a formula that takes into account circulation, open hours, and collection development.

ADVISORY COMMITTEES

Audit Committee

The committee is established by Oregon Local Budget Law. The committee consists of the four elected council members, the Mayor and five members from the community appointed by the City Council for three year terms. The committee is responsible for deliberating on the proposed budget submitted by the City Manager and for sending the approved budget to the City Council for adoption. The committee must also approve tax levies. They meet approximately six times throughout the year, with the majority of those in late April/May to review and approve the proposed budget.

Members

Jason Snider, Councilor
Melody Graeber

Vacant
Vacant, Alt

Budget Committee

The committee is established by Oregon Local Budget Law. The committee consists of the four elected council members, the Mayor and five members from the community appointed by the City Council for three year terms. The committee is responsible for deliberating on the proposed budget submitted by the City Manager and for sending the approved budget to the City Council for adoption. The committee must also approve tax levies. They meet approximately six times throughout the year, with the majority of those in late April/May to review and approve the proposed budget.

Members

Bill Bigcraft, Citizen
John L. Cook, Mayor
Don Fisher, Citizen
John Goodhouse, Councilor
Quinton Harold, Citizen
Marland Henderson, Councilor

Nathan Rix, Citizen
Clifford Rone, Citizen
Thomas Schweizer, Alternate
Jason Snider, Councilor
Marc Woodard, Councilor

City Center Advisory Commission

This committee's role is defined in the City Charter and is to assist the Urban Renewal Commission in developing and carrying out an Urban Renewal Plan. They meet the 2nd Wednesday of the month.

Members

Carine Arendes
Joyce Casey
Sherrie Devaney
Linli Pao
Gina Schlatter

Richard Shavey
Mark Skorupa
Sarah Villanueva, Alternate
David Walsh

ADVISORY COMMITTEES

Intergovernmental Water Board

The Intergovernmental Water Board consists of five members and was established through an inter-governmental agreement between the cities of Tigard, Durham and King City and the Tigard Water District (TWD). Each jurisdiction is represented by one member and one member is appointed at large. This committee meets the 2nd Wednesday of the month.

Members

Keith Jehnke, Durham
Chris Hadfield, Durham Alternate
Ken Henschel, TWD
Julie Russell, TWD Alternate

Jodie Inman, Member-at-Large
Billie Reynolds, King City
Marc Woodard, Tigard
John Goodhouse, Tigard Alternate

Library Board

The board consists of seven citizen members appointed by the City Council to serve four year terms. The board advises the City Manager and City Council on matters related to library operations. They meet the 2nd Thursday of the month.

Becky Gauthier, Alternate
Scott Hancock
Katie Harris
Linda Monahan

Michelle Taylor
Jan Thenell
Roarke Van Brunt
Cole Weber

Neighborhood Involvement Committee

The committee is charged with oversight of the Neighborhood Network Program and finding ways to engage residents in the program. This committee meets the 3rd Wednesday of every quarter.

Members

Jeremy Audritsh
Basil Christopher
Sue Carver
Cathy Olson

John Pierce
Connie Ramaekers
Beth Woodard
Quinton Harold

ADVISORY COMMITTEES

Park and Recreation Advisory Board

The board consists of seven voting members, two ex-officio members, and one Youth Advisory Council representative. One ex-officio member represents the Tigard Planning Commission and one represents the Tigard-Tualatin School District 23-J. The board advises the City Council on matters pertaining to the creation, operation, and maintenance of recreation facilities under the jurisdiction of the city. The committee meets the 2nd Monday of the month.

Members

Barry Albertson, Ph.D

David Brown

Troy Mears

Tim Pepper, Alternate

Claudia Ciobanu

Sarah Darland

Wayne Gross

Holly Polivka

Linda Shaw

Scott Winkels

Planning Commission

The commission consists of nine citizen members, appointed by the City Council to serve four year terms. The commission's responsibilities include assisting the City Council to develop, maintain, update and implement the City Comprehensive Plan; to formulate the City Community Investment Program; and to review and take action on development projects and Development Code provisions delegated to the commission. They meet the 1st and 3rd Monday of the month.

Members

Michael Enloe

Brian Feeney

Calista Fitzgerald

Gary Jelinek

Yi-Kang Hu

Brett Lieuallen

Chris Middaugh

Tom Mooney, Alternate

Matthew Muldoon

Donald Schmidt

Tigard Transportation Advisory Committee (TTAC)

Created in 2009, the TTAC is advisory to City Council and staff on transportation matters. The committee provides a venue for citizen involvement in transportation decisions. This committee meets the 1st Wednesday of the month.

Members

Russell Casler

Tim Esau, Alternate

Benjamin Gooley

Erik Halstead

Karen Hughart

Yi-Kang Hu

Stephanie McKee

Susan Pfahl

Don Schmidt

Elise Shearer

Robert Van Vlack

Joseph Vasicek

Karen Watkins

STAFFING SUMMARY

	2014	2015	2016	----- 2017-----
	Actual	Actual	Adopt	Proposed
Community Development				
<i>Community Development</i>				
Building	8.80	9.00	10.50	12.00
Community Development Administration	2.00	0.00	0.00	0.00
Community Development Planning	0.00	14.80	16.00	16.00
Community Planning	9.00	0.00	0.00	0.00
Development Services	3.80	0.00	0.00	0.00
Economic Development	2.00	2.00	2.00	2.00
Dept Total -Community Development	25.60	25.80	28.50	30.00
Program Total -Community Development	25.60	25.80	28.50	30.00
Community Services				
<i>Library</i>				
Circulation	13.20	13.20	15.70	15.70
Library Administration	3.20	3.20	3.20	3.20
Reader Services	12.70	12.70	13.70	13.70
Technical Services	5.70	5.70	5.70	5.70
Dept Total -Library	34.80	34.80	38.30	38.30
<i>Police</i>				
Police Administration	3.00	7.00	7.00	7.00
Police Operations	50.00	47.00	48.00	49.00
Support Services	31.50	28.50	29.50	28.50
Dept Total -Police	84.50	82.50	84.50	84.50
Program Total -Community Services	119.30	117.30	122.80	122.80
Policy and Administration				
<i>Administrative Services</i>				
City Recorder/Records	4.15	4.15	3.35	0.00
Design & Communications	3.05	3.05	3.05	0.00
Fleet Maintenance	0.00	0.00	1.80	0.00
Municipal Court	3.65	3.65	3.75	0.00
Property Management	0.00	0.00	5.20	0.00
Dept Total -Administrative Services	10.85	10.85	17.15	0.00
<i>Central Services</i>				
City Recorder/Records	0.00	0.00	0.00	3.85
Communications	0.00	0.00	0.00	4.25
Fleet Maintenance	0.00	0.00	0.00	2.35
Municipal Court	0.00	0.00	0.00	3.50
Property Management	0.00	0.00	0.00	4.90
Dept Total -Central Services	0.00	0.00	0.00	18.85

STAFFING SUMMARY

	2014	2015	2016	----- 2017-----
	Actual	Actual	Adopt	Proposed
<i>City Management</i>				
City Manager's Office	4.00	5.00	5.50	4.90
Human Resources	4.80	4.50	4.80	4.50
Risk Management	2.10	2.10	2.30	1.50
Dept Total -City Management	10.90	11.60	12.60	10.90
<i>Finance & Information Services</i>				
Contracts and Purchasing	2.00	2.00	2.00	2.00
Finance & Info. Services Admin.	3.00	3.00	3.00	3.00
Financial Operations	4.60	4.60	4.80	4.80
Information Technology	5.80	7.00	7.00	8.00
Utility Billing	6.80	6.80	6.80	6.80
Dept Total -Finance & Information Services	22.20	23.40	23.60	24.60
<i>Mayor and Council</i>				
Mayor and Council	0.00	0.00	0.00	0.00
Dept Total -Mayor and Council	0.00	0.00	0.00	0.00
Program Total -Policy and Administration	43.95	45.85	53.35	54.35
Public Works				
<i>Public Works</i>				
Fleet Maintenance	0.95	1.95	0.00	0.00
Parks and Grounds	9.75	10.75	0.00	0.00
Parks and Recreation	0.00	0.00	0.00	11.67
Parks Utility	0.00	0.00	11.67	0.00
Property Management	3.85	4.85	0.00	0.00
Public Works Administration	9.20	9.20	9.00	9.00
PW Engineering	13.00	14.00	16.00	16.00
Sanitary Sewer	6.50	5.50	6.00	6.00
Stormwater	5.50	6.50	7.00	7.00
Street Maintenance	7.25	7.25	6.33	7.33
Water	12.00	13.00	13.00	13.00
Dept Total -Public Works	68.00	73.00	69.00	70.00
Program Total -Public Works	68.00	73.00	69.00	70.00
Total All Programs	256.85	261.95	273.65	277.15

**MANAGEMENT/PROFESSIONAL
GROUP SALARY SCHEDULE**

Range #			Minimum	Maximum
M18		Montbly	\$3,564	\$4,776
M3	Human Resources Assistant	Hourly	\$20.56	\$27.55
		Annually	\$42,768	\$57,312
		Pay Period	\$1,644.92	\$2,204.31
M19		Montbly	\$3,651	\$4,895
M3	Confidential Executive Assistant	Hourly	\$21.06	\$28.24
		Annually	\$43,812	\$58,740
		Pay Period	\$1,685.08	\$2,259.23
M20		Montbly	\$3,744	\$5,017
M3	Deputy City Recorder	Hourly	\$21.60	\$28.94
M3	Payroll Specialist	Annually	\$44,928	\$60,204
		Pay Period	\$1,728.00	\$2,315.54
M21		Montbly	\$3,837	\$5,142
M3	Acquisitions Coordinator	Hourly	\$22.14	\$29.67
M3	Assistant Planner	Annually	\$46,044	\$61,704
M3	Library Volunteer Coordinator	Pay Period	\$1,770.92	\$2,373.23
M22		Montbly	\$3,934	\$5,271
M3	Human Resources Technician	Hourly	\$22.70	\$30.41
M3	Risk Management Technician	Annually	\$47,208	\$63,252
		Pay Period	\$1,815.69	\$2,432.77
M23		Montbly	\$4,031	\$5,402
M3	Acquisitons Supervisor	Hourly	\$23.26	\$31.17
M3	Confidential Office Manager	Annually	\$48,372	\$64,824
M3	Executive Assistant to the City Manager	Pay Period	\$1,860.46	\$2,493.23
M25		Montbly	\$4,236	\$5,677
M3	Accountant	Hourly	\$24.44	\$32.75
M3	Emergency Services Coordinator	Annually	\$50,832	\$68,124
M3	Microcomputer Support Technician	Pay Period	\$1,955.08	\$2,620.15
M3	Program Development Specialist			
M3	Recreation Coordinator			
M3	Web Services Coordinator			
M27		Montbly	\$4,449	\$5,963
M3	Associate Planner	Hourly	\$25.67	\$34.40
M2	Circulation Supervisor	Annually	\$53,388	\$71,556
		Pay Period	\$2,053.38	\$2,752.15

**MANAGEMENT/PROFESSIONAL
GROUP SALARY SCHEDULE**

Range #			Minimum	Maximum
M29		<i>Monthly</i>	\$4,675	\$6,266
M3	Building Division Services Supervisor	<i>Hourly</i>	\$26.97	\$36.15
M3	Court Operations Supervisor	<i>Annually</i>	\$56,100	\$75,192
M3	Fleet and Facilities Division Supervisor	<i>Pay Period</i>	\$2,157.69	\$2,892.00
M3	Graphic Services Supervisor			
M3	Grounds Supervisor			
M3	Library Services Supervisor			
M3	Police Records Supervisor			
M3	Project Planner			
M3	Public Information Officer - Police			
M3	Senior Accountant			
M3	Street Supervisor			
M3	Utility Billing Supervisor			
M3	Wastewater Operations Supervisor			
M3	Water Operations Supervisor			
M30		<i>Monthly</i>	\$4,792	\$6,421
M2	City Recorder	<i>Hourly</i>	\$27.65	\$37.04
M3	Crime Analyst	<i>Annually</i>	\$57,504	\$77,052
M3	Engineering Inspection Supervisor	<i>Pay Period</i>	\$2,211.69	\$2,963.54
M3	* Human Resources Analyst			
M3	* Management Analyst			
M31		<i>Monthly</i>	\$4,912	\$6,582
M3	* City Surveyor	<i>Hourly</i>	\$28.34	\$37.97
M3	Senior Planner	<i>Annually</i>	\$58,944	\$78,984
		<i>Pay Period</i>	\$2,267.08	\$3,037.85
M33		<i>Monthly</i>	\$5,160	\$6,916
M2	Development Engineer	<i>Hourly</i>	\$29.77	\$39.90
M2	* GIS Coordinator	<i>Annually</i>	\$61,920	\$82,992
M2	Project Engineer	<i>Pay Period</i>	\$2,381.54	\$3,192.00
M34		<i>Monthly</i>	\$5,289	\$7,088
M2	Senior Human Resources Analyst	<i>Hourly</i>	\$30.51	\$40.89
M2	Senior Management Analyst	<i>Annually</i>	\$63,468	\$85,056
		<i>Pay Period</i>	\$2,441.08	\$3,271.38
M35		<i>Monthly</i>	\$5,422	\$7,265
M3	Accounting Supervisor	<i>Hourly</i>	\$31.28	\$41.91
M3	Database Administrator	<i>Annually</i>	\$65,064	\$87,180
M3	GIS Program Administrator	<i>Pay Period</i>	\$2,502.46	\$3,353.08
M2	Library Communications Coordinator			
M3	Network Administrator			
M2	Plans Examination Supervisor			
M3	Police Technology Specialist			
M3	Senior Transportation Planner			

**MANAGEMENT/PROFESSIONAL
GROUP SALARY SCHEDULE**

Range #		Minimum	Maximum
M36		<i>Monthly</i>	\$5,557
M2	Inspection Supervisor	<i>Hourly</i>	\$42.96
M2	* Principal Human Resources Analyst	<i>Annually</i>	\$89,352
		<i>Pay Period</i>	\$3,436.62
M37		<i>Monthly</i>	\$5,696
M2	Principal Planner	<i>Hourly</i>	\$44.04
M2	Redevelopment Project Manager	<i>Annually</i>	\$91,608
M2	Senior Project Engineer	<i>Pay Period</i>	\$3,523.38
M38		<i>Monthly</i>	\$5,839
M2	Communications Strategist	<i>Hourly</i>	\$45.17
M3	Police Business Manager	<i>Annually</i>	\$93,948
M2	Police Sergeant	<i>Pay Period</i>	\$3,613.38
M39		<i>Monthly</i>	\$5,985
M2	* Administrative Services Manager	<i>Hourly</i>	\$46.27
M2	Assistant to the City Manager	<i>Annually</i>	\$96,240
M2	Library Division Manager	<i>Pay Period</i>	\$3,701.54
M2	Parks and Facilities Manager		
M2	Senior Network Administrator		
M2	Utility Division Manager		
M40		<i>Monthly</i>	\$6,136
M2	Economic Development Manager	<i>Hourly</i>	\$47.42
M2	Planning Manager	<i>Annually</i>	\$98,640
		<i>Pay Period</i>	\$3,793.85
M41		<i>Monthly</i>	\$6,288
M2	Engineering Manager	<i>Hourly</i>	\$48.61
		<i>Annually</i>	\$101,112
		<i>Pay Period</i>	\$3,888.92
M42		<i>Monthly</i>	\$6,445
M2	Building Official	<i>Hourly</i>	\$49.83
		<i>Annually</i>	\$103,644
		<i>Pay Period</i>	\$3,986.31
M44		<i>Monthly</i>	\$6,771
M2	Police Lieutenant	<i>Hourly</i>	\$52.35
		<i>Annually</i>	\$108,888
		<i>Pay Period</i>	\$4,188.00
M46		<i>Monthly</i>	\$7,114
M2	Assistant Community Development Director	<i>Hourly</i>	\$55.00
M2	Assistant Finance Director	<i>Annually</i>	\$114,396
M2	Assistant Public Works Director	<i>Pay Period</i>	\$4,399.85
M2	City Engineer		
M2	Information Technology Manager		

**MANAGEMENT/PROFESSIONAL
GROUP SALARY SCHEDULE**

Range #			Minimum	Maximum
M47		Monthly	\$7,292	\$9,771
M2	Police Captain	Hourly	\$42.07	\$56.37
		Annually	\$87,504	\$117,252
		Pay Period	\$3,365.54	\$4,509.69
M48		Monthly	\$7,474	\$10,016
M1	Human Resources Director	Hourly	\$43.12	\$57.78
		Annually	\$89,688	\$120,192
		Pay Period	\$3,449.54	\$4,622.77
M50		Monthly	\$7,853	\$10,523
M1	Central Services Director	Hourly	\$45.31	\$60.71
M1	Director of Community Development	Annually	\$94,236	\$126,276
M1	Director of Library Services	Pay Period	\$3,624.46	\$4,856.77
M1	Financial and Information Services Director			
M1	Lake Oswego Tigard Water Project Director			
M1	Public Works Director			
M52		Monthly	\$8,249	\$11,055
M1	Assistant City Manager	Hourly	\$47.59	\$63.78
M2	Assistant Police Chief	Annually	\$98,988	\$132,660
		Pay Period	\$3,807.23	\$5,102.31
M54		Monthly	\$8,667	\$11,615
M1	Police Chief	Hourly	\$50.00	\$67.01
		Annually	\$104,004	\$139,380
		Pay Period	\$4,000.15	\$5,360.77

**TIGARD POLICE OFFICERS ASSOC.
SALARY SCHEDULE**

Range #		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
P6	<i>Monthly</i>	\$3,324	\$3,490	\$3,663	\$3,846	\$4,039	\$4,241
Detective Secretary	<i>Hourly</i>	\$19.17	\$20.14	\$21.13	\$22.19	\$23.30	\$24.47
Police Records Specialist	<i>Annually</i>	\$39,883	\$41,884	\$43,959	\$46,156	\$48,462	\$50,891
	<i>Pay Period</i>	\$1,533.95	\$1,610.93	\$1,690.72	\$1,775.21	\$1,863.93	\$1,957.33
P10	<i>Monthly</i>	\$3,668	\$3,850	\$4,043	\$4,247	\$4,459	\$4,682
Property Evidence Specialist	<i>Hourly</i>	\$21.16	\$22.21	\$23.32	\$24.50	\$25.72	\$27.01
Youth Services Program Spec	<i>Annually</i>	\$44,020	\$46,204	\$48,511	\$50,964	\$53,502	\$56,187
	<i>Pay Period</i>	\$1,693.07	\$1,777.09	\$1,865.80	\$1,960.15	\$2,057.78	\$2,161.05
P11	<i>Monthly</i>	\$3,759	\$3,947	\$4,144	\$4,352	\$4,569	\$4,798
Community Service Officer	<i>Hourly</i>	\$21.69	\$22.77	\$23.91	\$25.11	\$26.36	\$27.68
	<i>Annually</i>	\$45,106	\$47,364	\$49,731	\$52,221	\$54,833	\$57,578
	<i>Pay Period</i>	\$1,734.85	\$1,821.69	\$1,912.73	\$2,008.50	\$2,108.96	\$2,214.54
P19	<i>Monthly</i>	\$4,692	\$4,809	\$5,050	\$5,303	\$5,568	\$5,847
Police Officer	<i>Hourly</i>	\$27.07	\$27.75	\$29.14	\$30.59	\$32.12	\$33.73
	<i>Annually</i>	\$56,309	\$57,713	\$60,605	\$63,632	\$66,817	\$70,161
	<i>Pay Period</i>	\$2,165.73	\$2,219.73	\$2,330.96	\$2,447.38	\$2,569.88	\$2,698.50

OREGON PUBLIC EMPLOYEES UNION SALARY SCHEDULE

Range #		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
S9	<i>Monthly</i>	\$1,962	\$2,060	\$2,163	\$2,271	\$2,385	\$2,504	\$2,629
Library Aide	<i>Hourly</i>	\$11.32	\$11.88	\$12.48	\$13.10	\$13.76	\$14.45	\$15.17
	<i>Annually</i>	\$23,544	\$24,720	\$25,956	\$27,252	\$28,620	\$30,048	\$31,548
	<i>Pay Period</i>	\$905.54	\$950.77	\$998.31	\$1,048.15	\$1,100.77	\$1,155.69	\$1,213.38
S22	<i>Monthly</i>	\$2,702	\$2,837	\$2,979	\$3,128	\$3,284	\$3,448	\$3,620
Accounting Assistant I	<i>Hourly</i>	\$15.59	\$16.37	\$17.19	\$18.05	\$18.95	\$19.89	\$20.88
Administrative Specialist I	<i>Annually</i>	\$32,424	\$34,044	\$35,748	\$37,536	\$39,408	\$41,376	\$43,440
Court Clerk I	<i>Pay Period</i>	\$1,247.08	\$1,309.38	\$1,374.92	\$1,443.69	\$1,515.69	\$1,591.38	\$1,670.77
S24	<i>Monthly</i>	\$2,839	\$2,981	\$3,130	\$3,287	\$3,451	\$3,624	\$3,805
Reprographics Specialist	<i>Hourly</i>	\$16.38	\$17.20	\$18.06	\$18.96	\$19.91	\$20.91	\$21.95
	<i>Annually</i>	\$34,068	\$35,772	\$37,560	\$39,444	\$41,412	\$43,488	\$45,660
	<i>Pay Period</i>	\$1,310.31	\$1,375.85	\$1,444.62	\$1,517.08	\$1,592.77	\$1,672.62	\$1,756.15
S25	<i>Monthly</i>	\$2,911	\$3,057	\$3,210	\$3,371	\$3,540	\$3,717	\$3,903
Building Maintenance Technician I	<i>Hourly</i>	\$16.79	\$17.64	\$18.52	\$19.45	\$20.42	\$21.44	\$22.52
Library Assistant	<i>Annually</i>	\$34,932	\$36,684	\$38,520	\$40,452	\$42,480	\$44,604	\$46,836
Utility Worker I	<i>Pay Period</i>	\$1,343.54	\$1,410.92	\$1,481.54	\$1,555.85	\$1,633.85	\$1,715.54	\$1,801.38
S26	<i>Monthly</i>	\$2,983	\$3,132	\$3,289	\$3,453	\$3,626	\$3,807	\$3,997
Records Technician	<i>Hourly</i>	\$17.21	\$18.07	\$18.98	\$19.92	\$20.92	\$21.96	\$23.06
	<i>Annually</i>	\$35,796	\$37,584	\$39,468	\$41,436	\$43,512	\$45,684	\$47,964
	<i>Pay Period</i>	\$1,376.77	\$1,445.54	\$1,518.00	\$1,593.69	\$1,673.54	\$1,757.08	\$1,844.77
S28	<i>Monthly</i>	\$3,136	\$3,293	\$3,458	\$3,631	\$3,813	\$4,004	\$4,204
Accounting Assistant II	<i>Hourly</i>	\$18.09	\$19.00	\$19.95	\$20.95	\$22.00	\$23.10	\$24.25
Administrative Specialist II	<i>Annually</i>	\$37,632	\$39,516	\$41,496	\$43,572	\$45,756	\$48,048	\$50,448
Court Clerk II	<i>Pay Period</i>	\$1,447.38	\$1,519.85	\$1,596.00	\$1,675.85	\$1,759.85	\$1,848.00	\$1,940.31
Customer Service Specialist								
S29	<i>Monthly</i>	\$3,214	\$3,375	\$3,544	\$3,721	\$3,907	\$4,102	\$4,307
Customer Service Field Worker	<i>Hourly</i>	\$18.54	\$19.47	\$20.45	\$21.47	\$22.54	\$23.67	\$24.85
Permit Technician Assistant	<i>Annually</i>	\$38,568	\$40,500	\$42,528	\$44,652	\$46,884	\$49,224	\$51,684
Senior Library Assistant	<i>Pay Period</i>	\$1,483.38	\$1,557.69	\$1,635.69	\$1,717.38	\$1,803.23	\$1,893.23	\$1,987.85
S31	<i>Monthly</i>	\$3,374	\$3,543	\$3,720	\$3,906	\$4,101	\$4,306	\$4,521
Building Maintenance Technician II	<i>Hourly</i>	\$19.47	\$20.44	\$21.46	\$22.53	\$23.66	\$24.84	\$26.08
Engineering Technician I	<i>Annually</i>	\$40,488	\$42,516	\$44,640	\$46,872	\$49,212	\$51,672	\$54,252
Utility Worker II	<i>Pay Period</i>	\$1,557.23	\$1,635.23	\$1,716.92	\$1,802.77	\$1,892.77	\$1,987.38	\$2,086.62
S32	<i>Monthly</i>	\$3,460	\$3,633	\$3,815	\$4,006	\$4,206	\$4,416	\$4,637
Senior Accounting Assistant	<i>Hourly</i>	\$19.96	\$20.96	\$22.01	\$23.11	\$24.27	\$25.48	\$26.75
Senior Administrative Specialist	<i>Annually</i>	\$41,520	\$43,596	\$45,780	\$48,072	\$50,472	\$52,992	\$55,644
	<i>Pay Period</i>	\$1,596.92	\$1,676.77	\$1,760.77	\$1,848.92	\$1,941.23	\$2,038.15	\$2,140.15

OREGON PUBLIC EMPLOYEES UNION SALARY SCHEDULE

Range #		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
S33	<i>Monthly</i>	\$3,546	\$3,723	\$3,909	\$4,104	\$4,309	\$4,524	\$4,750
Senior Customer Services Field Worker	<i>Hourly</i>	\$20.46	\$21.48	\$22.55	\$23.68	\$24.86	\$26.10	\$27.40
	<i>Annually</i>	\$42,552	\$44,676	\$46,908	\$49,248	\$51,708	\$54,288	\$57,000
	<i>Pay Period</i>	\$1,636.62	\$1,718.31	\$1,804.15	\$1,894.15	\$1,988.77	\$2,088.00	\$2,192.31
S34	<i>Monthly</i>	\$3,634	\$3,816	\$4,007	\$4,207	\$4,417	\$4,638	\$4,870
Engineering Assistant Purchasing Assistant	<i>Hourly</i>	\$20.97	\$22.02	\$23.12	\$24.27	\$25.48	\$26.76	\$28.10
	<i>Annually</i>	\$43,608	\$45,792	\$48,084	\$50,484	\$53,004	\$55,656	\$58,440
	<i>Pay Period</i>	\$1,677.23	\$1,761.23	\$1,849.38	\$1,941.69	\$2,038.62	\$2,140.62	\$2,247.69
S35	<i>Monthly</i>	\$3,725	\$3,911	\$4,107	\$4,312	\$4,528	\$4,754	\$4,992
Backflow-Cross Connection Specialist CMMS Software Specialist * Mechanic Permit Technician Records Management Specialist Senior Building Maintenance Technician Senior Utility Worker Water Utility Technician	<i>Hourly</i>	\$21.49	\$22.56	\$23.69	\$24.88	\$26.12	\$27.43	\$28.80
	<i>Annually</i>	\$44,700	\$46,932	\$49,284	\$51,744	\$54,336	\$57,048	\$59,904
	<i>Pay Period</i>	\$1,719.23	\$1,805.08	\$1,895.54	\$1,990.15	\$2,089.85	\$2,194.15	\$2,304.00
S36	<i>Monthly</i>	\$3,820	\$4,011	\$4,212	\$4,423	\$4,644	\$4,876	\$5,120
GIS Technician	<i>Hourly</i>	\$22.04	\$23.14	\$24.30	\$25.52	\$26.79	\$28.13	\$29.54
	<i>Annually</i>	\$45,840	\$48,132	\$50,544	\$53,076	\$55,728	\$58,512	\$61,440
	<i>Pay Period</i>	\$1,763.08	\$1,851.23	\$1,944.00	\$2,041.38	\$2,143.38	\$2,250.46	\$2,363.08
S37	<i>Monthly</i>	\$3,914	\$4,110	\$4,316	\$4,532	\$4,759	\$4,997	\$5,247
Building Inspector I Code Compliance Officer Engineering Technician II Librarian	<i>Hourly</i>	\$22.58	\$23.71	\$24.90	\$26.15	\$27.46	\$28.83	\$30.27
	<i>Annually</i>	\$46,968	\$49,320	\$51,792	\$54,384	\$57,108	\$59,964	\$62,964
	<i>Pay Period</i>	\$1,806.46	\$1,896.92	\$1,992.00	\$2,091.69	\$2,196.46	\$2,306.31	\$2,421.69
S39	<i>Monthly</i>	\$4,111	\$4,317	\$4,533	\$4,760	\$4,998	\$5,248	\$5,510
Senior Permit Technician Senior Water Utility Technician	<i>Hourly</i>	\$23.72	\$24.91	\$26.15	\$27.46	\$28.83	\$30.28	\$31.79
	<i>Annually</i>	\$49,332	\$51,804	\$54,396	\$57,120	\$59,976	\$62,976	\$66,120
	<i>Pay Period</i>	\$1,897.38	\$1,992.46	\$2,092.15	\$2,196.92	\$2,306.77	\$2,422.15	\$2,543.08
S40	<i>Monthly</i>	\$4,215	\$4,426	\$4,647	\$4,879	\$5,123	\$5,379	\$5,648
Graphic Designer Information Technology Specialist	<i>Hourly</i>	\$24.32	\$25.53	\$26.81	\$28.15	\$29.56	\$31.03	\$32.58
	<i>Annually</i>	\$50,580	\$53,112	\$55,764	\$58,548	\$61,476	\$64,548	\$67,776
	<i>Pay Period</i>	\$1,945.38	\$2,042.77	\$2,144.77	\$2,251.85	\$2,364.46	\$2,482.62	\$2,606.77
S41	<i>Monthly</i>	\$4,320	\$4,536	\$4,763	\$5,001	\$5,251	\$5,514	\$5,790
Livability Compliance Specialist Senior Engineering Technician Senior Librarian	<i>Hourly</i>	\$24.92	\$26.17	\$27.48	\$28.85	\$30.29	\$31.81	\$33.40
	<i>Annually</i>	\$51,840	\$54,432	\$57,156	\$60,012	\$63,012	\$66,168	\$69,480
	<i>Pay Period</i>	\$1,993.85	\$2,093.54	\$2,198.31	\$2,308.15	\$2,423.54	\$2,544.92	\$2,672.31

OREGON PUBLIC EMPLOYEES UNION SALARY SCHEDULE

Range #		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
S42	<i>Monthly</i>	\$4,428	\$4,649	\$4,881	\$5,125	\$5,381	\$5,650	\$5,933
Plans Examiner	<i>Hourly</i>	\$25.55	\$26.82	\$28.16	\$29.57	\$31.04	\$32.60	\$34.23
	<i>Annually</i>	\$53,136	\$55,788	\$58,572	\$61,500	\$64,572	\$67,800	\$71,196
	<i>Pay Period</i>	\$2,043.69	\$2,145.69	\$2,252.77	\$2,365.38	\$2,483.54	\$2,607.69	\$2,738.31
S43	<i>Monthly</i>	\$4,541	\$4,768	\$5,006	\$5,256	\$5,519	\$5,795	\$6,085
Building Inspector II Building-Housing Code Compliance Officer	<i>Hourly</i>	\$26.20	\$27.51	\$28.88	\$30.32	\$31.84	\$33.43	\$35.11
	<i>Annually</i>	\$54,492	\$57,216	\$60,072	\$63,072	\$66,228	\$69,540	\$73,020
	<i>Pay Period</i>	\$2,095.85	\$2,200.62	\$2,310.46	\$2,425.85	\$2,547.23	\$2,674.62	\$2,808.46
S44	<i>Monthly</i>	\$4,653	\$4,886	\$5,130	\$5,387	\$5,656	\$5,939	\$6,236
Environmental Services Coordinator GIS Programmer Analyst Project Coordinator	<i>Hourly</i>	\$26.84	\$28.19	\$29.60	\$31.08	\$32.63	\$34.26	\$35.98
	<i>Annually</i>	\$55,836	\$58,632	\$61,560	\$64,644	\$67,872	\$71,268	\$74,832
	<i>Pay Period</i>	\$2,147.54	\$2,255.08	\$2,367.69	\$2,486.31	\$2,610.46	\$2,741.08	\$2,878.15
S45	<i>Monthly</i>	\$4,770	\$5,009	\$5,259	\$5,522	\$5,798	\$6,088	\$6,392
Engineering Construction Inspector	<i>Hourly</i>	\$27.52	\$28.90	\$30.34	\$31.86	\$33.45	\$35.12	\$36.88
	<i>Annually</i>	\$57,240	\$60,108	\$63,108	\$66,264	\$69,576	\$73,056	\$76,704
	<i>Pay Period</i>	\$2,201.54	\$2,311.85	\$2,427.23	\$2,548.62	\$2,676.00	\$2,809.85	\$2,950.15
S46	<i>Monthly</i>	\$4,889	\$5,133	\$5,390	\$5,660	\$5,943	\$6,240	\$6,552
Senior Plans Examiner	<i>Hourly</i>	\$28.21	\$29.61	\$31.10	\$32.65	\$34.29	\$36.00	\$37.80
	<i>Annually</i>	\$58,668	\$61,596	\$64,680	\$67,920	\$71,316	\$74,880	\$78,624
	<i>Pay Period</i>	\$2,256.46	\$2,369.08	\$2,487.69	\$2,612.31	\$2,742.92	\$2,880.00	\$3,024.00
S47	<i>Monthly</i>	\$5,010	\$5,261	\$5,524	\$5,800	\$6,090	\$6,395	\$6,715
Senior Building Inspector Senior GIS Programmer-Analyst	<i>Hourly</i>	\$28.90	\$30.35	\$31.87	\$33.46	\$35.13	\$36.89	\$38.74
	<i>Annually</i>	\$60,120	\$63,132	\$66,288	\$69,600	\$73,080	\$76,740	\$80,580
	<i>Pay Period</i>	\$2,312.31	\$2,428.15	\$2,549.54	\$2,676.92	\$2,810.77	\$2,951.54	\$3,099.23
S48	<i>Monthly</i>	\$5,135	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554	\$6,882
Sr Environmental Program Coordinator	<i>Hourly</i>	\$29.63	\$31.11	\$32.67	\$34.30	\$36.01	\$37.81	\$39.70
	<i>Annually</i>	\$61,620	\$64,704	\$67,944	\$71,340	\$74,904	\$78,648	\$82,584
	<i>Pay Period</i>	\$2,370.00	\$2,488.62	\$2,613.23	\$2,743.85	\$2,880.92	\$3,024.92	\$3,176.31



Cook Park-Tigard, Oregon